

**CONFIDENTIAL**

**RETURN TO**  
RECORDS MANAGEMENT DIVISION

**15 MAR 1955**

Chief, Management Staff

Chief, Records Management Division

T/O Change and Relocation of the Records Center

1. It is requested that Records Center operations be officially transferred to [ ] effective 24 April 1955. This transfer is in accordance with the approved project review submittal dated 25 January 1954, subject: Proposed Construction of CIA Records Center, and the memo from Colonel White to the Chief, Management Staff dated 5 January 1955, subject: The Records Center.

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2. The ceiling allocation of twelve positions should be transferred from the Management Staff to [ ] with the related funds. The positions to be included in this transfer are as follows:

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<u>Position</u>	<u>Grade</u>	<u>Slot No.</u>
Rcds. Mgt. Officer	12	52
Rcds. Mgt. Analyst	11	53
Clerk Stenographer	5	54
Rcds. Mgt. Analyst	9	56
Rcds. Mgt. Analyst	7	57
Rcds. Mgt. Analyst	7	57.01
Rcds. Mgt. Analyst	7	57.02
Rcds. Mgt. Analyst	7	57.03
Rcds. Mgt. Analyst	5	59
Rcds. Mgt. Analyst	5	59.01
Rcds. Mgt. Analyst	9	60
Rcds. Mgt. Analyst	9	64

ILLEGIB



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cc: [ ]

MS/RMD/RSB/TLS:ew

Copy also given Mr. [ ]

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MORI/CDF